

NGB COTTAD CHECK LIST

- ☐ DA Form 1058-R **(Completely filled out and signed.)**
- ☐ TAG Release
- ☐ Justification Memo **(Prepared by the requesting organization)**
- ☐ Volunteer/30-day Waiver Memo
- ☐ DA Form 5500-R or 5501-R **(This is needed only if soldier is overweight on his or her 1058-R. Must be within 6 months.)**
- ☐ Commanders Counseling Statement for (OCONUS) only
- ☐ Copies of ALL previous Title 10, USC Section 12302 Partial Mobilization Orders. (Orders after 9/11/2005
- ☐ Mobilized since 911 yes or no
- ☐ # of Mob Days used since 9/11/2001 _____ (Count 12302 time only)
- ☐ Is Soldier AGR -- Yes or No
- ☐ WebTaads printout with UIC and para/line

You can fax, mail or PDF via email your complete COTTAD packets to the NGB. (We only handle non-mobilized soldier's packets. Mobilized soldier's packets are handled by the 1st and 5th Army CONUSAs.)

The NGB POC:

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